2 SEP 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT   : Training for Automatic Data
                       Processing

REFERENCE   : DD/S Memo 66-4594 dated 31 August
                       1966, Subject: Same

1. This memorandum is for your <u>information</u> only.

2. The matter of training of personnel in automatic
data processing is receiving close attention in the Office of
Security. On the basis of a study recently conducted, this
Office is in the process of identifying individuals in the
various components who will receive such training to enable
them to assist in the adaptation of ADP to our operations.

3. At the present time, we are endeavoring to enroll
key personnel in ADP courses recommended by [   ]   **25X1**
consistent with current workload and budget considerations.
It is assumed that the one person from the Support Directo-
rate enrolled in the ADP courses cited in the reference is
25X1   either [   ] of the Personnel Security Divi-
25X1   sion or [   ] of the Industrial Security
Division. External Training Requests for both to attend the
ADP Orientation, 19 - 23 September, have been forwarded
to OTR. In addition, the following enrollments in Civil Service
Commission ADP courses have been forwarded to OTR:

25X1   [   ] - Executive Seminar in ADP
                                26 - 27 September 1966
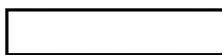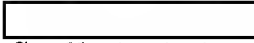
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- Executive Seminar in ADP
  31 October - 1 November 1966
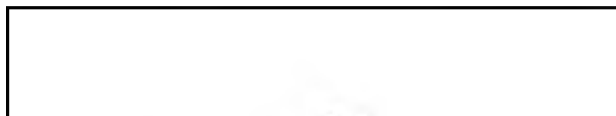
Operations Research Orientation
17 - 21 October 1966

25X1

is presently attending the Intermediate Executive Course at the Department of Defense Computer Institute.)

4. This Office is also utilizing university-level courses in ADP, including the off-campus program. of the Security Records and Communications Division is enrolled, under Agency sponsorship, in the American University fall semester presentation of The Systems Approach. Mr.

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who is currently detailed to the Support Systems Staff, is being sponsored in his attendance at a course entitled Technology and Administration, on-campus at American University.

5. We will continue to seek the enrollment of appropriate personnel in courses in the ADP field for which they might be qualified. The future utilization of automation is regarded seriously by the Office of Security, and we plan to intensify our efforts to prepare for the adoption of automated systems.

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Howard J. Osborn
Director of Security